

**Performance Work Statement
Amendment 2**

1. Title: Gulf Coast Ecosystem Restoration Task Force Support

2. Work Assignment Manager (WAM):

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3. Level of Effort: 4,150 hours (Note: While this amendment includes new sub-tasks, an additional review cycle has been removed from Task 2.2. Additionally, travel costs have been added to cover potential contractor personnel travel to Washington DC. Please review entire PWS for changes and provide a revised work plan and cost estimate.

4. Period of Performance: Issuance date to February 29, 2012

5. Background: The Gulf Coast Ecosystem Restoration Task Force (Task Force) is charged with developing an ecosystem restoration strategy by October 5, 2011 to effectively address the longstanding ecological decline in the Gulf of Mexico and to begin moving toward a more resilient Gulf Coast ecosystem. The Task Force is an inter-agency, inter-governmental advisory body that was established on October 5, 2010 through Executive Order 13554.

The driver for the Executive Order was an event the President termed “one of the worst environmental disasters in America’s history,” the Deepwater Horizon catastrophe in the Gulf of Mexico. This event, coupled with a series of complex issues, has contributed to the Gulf of Mexico’s long-term ecological decline. In the Executive Order, President Obama directed the federal government to work with the states, local governments and tribes to help conserve and restore resilient and healthy ecosystems which support the surrounding regions’ economies, communities and cultures.

EPA’s Administrator serves as chair of the Task Force. EPA’s Office of Wetland Ocean’s and Watersheds (OWOW), shares responsibility for staffing and supporting the EPA water quality and restoration issues of the Task Force.

6. Purpose: The Task Force is directed to develop a restoration strategy that sets forth ecosystem restoration goals and performance measures to track progress on shared priorities. The strategy is due to the President, October 5, 2011. Section 4 of the Executive Order states:

- (a) Within 1 year of the date of this order, the Task Force shall prepare a Strategy that proposes a Gulf Coast ecosystem restoration agenda, including goals for ecosystem restoration, development of a set of performance indicators to track progress, and means of coordinating intergovernmental restoration efforts guided by shared priorities. In developing the Strategy, the Task Force shall:
 - (1) define ecosystem restoration goals and describe milestones for making progress toward attainment of those goals;
 - (2) consider existing research and ecosystem restoration planning efforts in the region, including initiatives undertaken by the National Ocean Council and the Mississippi River/Gulf of Mexico Watershed Nutrient Task Force (Gulf Hypoxia Task Force), in order to identify planning and restoration needs and ways under existing authorities to address those needs;
 - (3) identify major policy areas where coordinated intergovernmental action is necessary;
 - (4) propose new programs or actions to implement elements of the Strategy where existing authorities are not sufficient;
 - (5) identify monitoring, research, and scientific assessments needed to support decision making for ecosystem restoration efforts and evaluate existing monitoring programs and gaps in current data collection; and
 - (6) describe the circumstances under which termination of the Task Force would be appropriate.

7. Objectives: The objective of this Work Assignment is to provide technical support to EPA for the development and implementation of the Task Force's restoration strategy. This includes development of strategy documents and supplemental reports for use by the Task Force, EPA HQ and Regions, other federal agencies, states, and the public. It also includes materials needed for briefings, hearings, public meetings, and listening sessions.

The scope of technical support may include:

- Making available a wide range of technical expertise including, but not limited to:
 - document design and production; and
 - economic analysis.
- Providing technical support, including, but not limited to:
 - preparing lay-out and design for documents, including identifying, selecting, placing, and producing copy-right free graphics and images;
 - technical writing and technical/copy editing services; and
 - formatting for briefings, visual aids, and PowerPoint slide presentations.
- Drafting, revising, and finalizing documents, including, but not limited to:
 - strategy documents and supplemental reports;
 - technical documentation;
 - briefing packages; and
 - formal presentations.

- Producing the strategy documents and supplemental reports in electronic formats suitable for:
 - printing by EPA's in-house print shop (i.e. print-ready files on DVD with all required supporting files)
 - posting to the Task Force's web site (i.e., pdf) publication
 - 100 DVD copies formatted for distribution

8. Description of Tasks:

Please note the schedule of deliverables listed below have been indicated by either dates or length of time. If during the period of performance of this work assignment any deliverable dates need to be changed, the WAM will amend the PWS through formal contracting procedures.

Task 1: Development of a Work Plan, Quality Assurance Plan, and Cost Proposal

The contractor shall develop a work plan describing the necessary steps and estimated hours and costs to complete each of the tasks specified in this work assignment. For Task 3, the contractor shall develop a Quality Assurance (QA) plan to ensure quality and address any uncertainty involved in completing the task, including: 1) selection/rejection criteria for secondary data collection, including determining data quality; 2) any transfer/transformation/translation activities performed on the secondary data; and 3) selection and application of specific method(s) for analyzing the secondary data. The contractor shall provide a QA report with the final task 3 deliverable, as reflected in the schedule of deliverables. The work plan shall also identify all of the key personnel participating in this work assignment. The work plan shall be due 21 days from the date of issuance of this work assignment.

Deliverables: The Contractor shall provide the following deliverables:

TASK	DELIVERABLES	DUE DATE TO EPA
Task 1 Work Plan	The Contractor shall provide a Work Plan and Cost Proposal:	Due 21 days after issuance of the work assignment

Task 2: Supporting Development of the Gulf of Mexico Regional Ecosystem Restoration Strategy

As directed by the President in *Executive Order 13554 (attached)*, the Task Force is preparing 1) a Restoration Strategy and supporting documentation; 2) a summary document of comments received during the development of the Restoration Strategy; and 3) a Restoration Strategy implementation plan. The contractor shall provide support in writing, editing, designing, providing references for, and formatting for each of the documents, including ensuring all documents comply with EPA style guidelines as laid out in the Stylebook for EPA Communication Product Standards (<http://www.epa.gov/productreview/stylebook/index.html#background>) and Section 508 requirements.

The contractor shall also provide 3 to 5 sample design pages that present design options for the final document by August 8, 2011. Unformatted documents shall be provided to EPA in editable Word files, and shall include some design elements such as, but not limited to, page numbering, photographs, text boxes, tables, maps and other graphics, to approximate the look and feel of the final document. Unformatted and Formatted electronic documents shall be provided to EPA in

Microsoft Word and/or PDF, or another agreed upon format compatible with EPA's system capabilities.

The contractor shall participate in a kick-off meeting with EPA to discuss the work to be done under this Task within 5 days of receipt of the Work Assignment. The discussion will include options for formatting all documents to create a consistent look and maintain readability, including design elements and citation formatting. The discussion will also include an overview of the Restoration Strategy development and subsequent implementation. The contractor shall participate in subsequent weekly meetings and conference calls with EPA, as necessary and at the request of the WAM, to discuss further edits and revisions to the design and content of deliverables. EPA anticipates holding a weekly meeting or conference call that will be one or two hours in length. While the contractor may be expected to travel to EPA for face-to-face meetings on occasion, this meeting will be conducted via conference call in many instances. The lead for the work assignment as well as other contractor staff involved in document design shall attend.

Subtask 2.1: Restoration Strategy – EPA will provide the contractor with a preliminary draft of the Restoration Strategy, including appendices and supporting documents, by July 29, 2011. The contractor shall perform an initial technical edit to ensure consistency in the use of language and acronyms, and to create a cohesive tone. The document will be released on October 5, 2011 for a public review and feedback period that will extend through October 26, 2011. Prior to formatting the document for the public review period, EPA anticipates four levels of review and revision of the draft document, though fewer may actually be required. The document for public review shall be provided in MS Word format along with a 508 compliant PDF version. Following the public review period, EPA anticipates three levels of review and revision to the draft, though fewer may actually be required. Comments on each draft will be provided via Technical Direction by the EPA WAM. In between drafts, the contractor shall be prepared to perform minor modifications (such as word replacements or re-ordering sections). Once the document has been formatted, EPA anticipates two levels of review on the formatted draft. Once the final formatted draft is approved, the contractor shall deliver the final document to EPA.

The contractor shall also provide 3 to 5 sample designs for use in formatting the final document in preparation for printing. Sample pages shall include table of contents, executive summary page, chapter left and right pages, and index. Formatting shall be in professional publication design software such as InDesign or similar program. Upon receipt of technical direction from the EPA WAM, the contractor shall utilize the selected format design to format the draft strategy document(s) after the reviews have been completed.

Subtask 2.1a: Other Editorial and Document Support – EPA anticipates several document review processes, including at least two review processes managed by the Office of Management and Budget (OMB) and at least one public review and feedback period. In addition, EPA anticipates at least two interagency review processes managed by the Task Force. Upon direction from the WAM, the contractor shall provide assistance with coordinating, compiling and tracking comments and requested revisions that are part of these review processes. This includes: comment analysis; setting-up a system to track comments and requested revisions; the disposition of the proposed revision, and the resolution of the revision.

Upon the direction of the EPA WAM, the contractor shall provide support in writing, editing, designing, providing references for, and formatting a comment summary and response document. This includes ensuring all documents comply with EPA style guidelines as laid out in the Stylebook for EPA Communication Product Standards (<http://www.epa.gov/productreview/stylebook/index.html#background>) and Section 508 requirements. EPA anticipates three levels of review and revision to the draft, though fewer may actually be required. Comments on each draft will be provided via Technical Direction by the EPA WAM. In between drafts, the contractor shall be prepared to perform minor modifications (such as word replacements or re-ordering sections). Once the document has been formatted, EPA anticipates two levels of review on the formatted draft. Once the final formatted draft is approved, the contractor shall deliver the final document to EPA.

Additionally, EPA anticipates translating the strategy document and other supporting documents into languages other than English. Upon direction of the WAM, the contractor shall provide assistance with design and formatting of these documents to be consistent with the English version.

Subtask 2.2: Summary of Comments on the Restoration Strategy – The contractor shall create a summary of comments based on a collection of materials, which may include listening session notes, emails, and other compilations of comments, including feedback received during the public feedback period. EPA will provide the contractor with these documents as they are available. The analysis shall highlight common themes and topics, and organize these comments in a usable and readable manner. EPA anticipates this document will be provided as an appendix to the Restoration Strategy document.

Prior to formatting the document, EPA anticipates five levels of review and revision of the draft document, though fewer may actually be required. Comments on each draft will be provided via Technical Direction by the EPA WAM. Once the document has been formatted (utilizing the format selected under subtask 2.1), EPA anticipates two levels of review on the formatted draft. Once the final formatted draft is approved, the contractor shall deliver the final document to EPA.

Subtask 2.3: Restoration Strategy Implementation Plan – In anticipation of the Task Force being directed to develop an implementation plan, the contractor shall provide support in drafting and revising that plan in accordance with technical direction from the WAM. Prior to formatting the document, EPA anticipates three levels of review and revision of the draft document, though fewer or more may actually be required. Comments on each draft will be provided via Technical Direction by the EPA WAM. Once the document has been formatted (utilizing the format selected under subtask 2.1), EPA anticipates two levels of review prior to its being finalized.

Schedule of Deliverables: The Contractor shall provide the following deliverables:		
Task	Activity	Due Dates
Task 2	Kick off meeting to discuss project and implementation strategy document specifically	5 days after receipt of Work Assignment
Sub Task 2.1	SAMPLE FORMATTED PAGES Contractor to provide up	August 8, 2011

Schedule of Deliverables: The Contractor shall provide the following deliverables:		
Task	Activity	Due Dates
Restoration Strategy	to 6 sample pages in each of the proposed design formats	
	FIRST UNFORMATTED DRAFT Contractor to provide edited first draft based on document and comments received from EPA WAM	August 23, 2011
	SECOND UNFORMATTED DRAFT Contractor to provide second draft based on comments received from EPA WAM	September 6, 2011
	THIRD UNFORMATTED DRAFT Contractor to provide third draft based on comments received from EPA WAM	Within 9 calendar days of the Second Unformatted Draft
	FOURTH MS WORD FORMATTED DRAFT Contractor to provide fourth draft based on comments received from EPA WAM	Within 5 days of direction from EPA WAM
	FIRST UNFORMATTED DRAFT POST PUBLIC REVIEW PERIOD Contractor to provide edited draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	SECOND UNFORMATTED DRAFT POST PUBLIC REVIEW PERIOD Contractor to provide edited draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	THIRD UNFORMATTED DRAFT POST PUBLIC REVIEW PERIOD Contractor to provide edited draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FIRST FORMATTED DRAFT Contractor to provide first formatted draft in the format identified by the EPA WAM	Within 5 calendar days of direction from EPA WAM
	FINAL FORMATTED DRAFT Contractor to provide final formatted draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FINAL FORMATTED DOCUMENT Contractor to provide final, fully formatted version of final document and all associated supporting documents to EPA based on comments received from EPA WAM	Within 2 calendar days of direction from EPA WAM
	Final web and print versions of formatted document (and all associated supporting files) on DVD (100 copies)	Within 2 calendar days of direction from EPA WAM
Sub Task 2.1a: Other Editorial and Document Support	Compiling comments; performing comment analysis; setting-up a system to track comments and requested revisions; the disposition of the proposed revision, and the resolution of the revision.	Within 3 calendar days of direction from EPA WAM.
	FIRST UNFORMATTED DRAFT Contractor to provide	Within 5 calendar

Schedule of Deliverables: The Contractor shall provide the following deliverables:		
Task	Activity	Due Dates
	edited first draft based on document and comments received from EPA WAM	days of direction from EPA WAM
	SECOND UNFORMATTED DRAFT Contractor to provide second draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	THIRD UNFORMATTED DRAFT Contractor to provide third draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FIRST FORMATTED DRAFT Contractor to provide first formatted draft in the format identified by the EPA WAM under subtask 2.1	Within 5 calendar days of direction from EPA WAM
	FINAL FORMATTED DRAFT Contractor to provide final formatted draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FINAL FORMATTED DOCUMENT Contractor to provide final, fully formatted version of final document and all associated supporting documents to EPA based on comments received from EPA WAM	Within 2 calendar days of direction from EPA WAM
	Final web and print versions of formatted document (and all associated supporting files) on DVD (3 copies)	Within 2 calendar days of direction from EPA WAM
Sub Task 2.2: Comment Summary	FIRST UNFORMATTED DRAFT Contractor to provide edited first draft based on document and comments received from EPA WAM	August 12, 2011
	SECOND UNFORMATTED DRAFT Contractor to provide second draft based on comments received from EPA WAM	August 19, 2011
	THIRD UNFORMATTED DRAFT Contractor to provide third draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FOURTH UNFORMATTED DRAFT Contractor to provide third draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FIFTH UNFORMATTED DRAFT Contractor to provide third draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FIRST FORMATTED DRAFT Contractor to provide first formatted draft in the format identified by the EPA WAM under subtask 2.1	Within 5 calendar days of direction from EPA WAM
	FINAL FORMATTED DRAFT Contractor to provide final formatted draft based on comments received from EPA WAM	Within 5 calendar days of direction from EPA WAM
	FINAL FORMATTED DOCUMENT Contractor to provide	Within 2 calendar

Schedule of Deliverables: The Contractor shall provide the following deliverables:		
Task	Activity	Due Dates
	final, fully formatted version of final document and all associated supporting documents to EPA based on comments received from EPA WAM	days of direction from EPA WAM
	Final web and print versions of formatted document (and all associated supporting files) on DVD (3 copies)	Within 2 calendar days of direction from EPA WAM
Subtask 2.3: Restoration Strategy Implementation Plan	FIRST UNFORMATTED DRAFT Contractor to provide edited first draft based on document and comments received from EPA WAM	Within 14 days after technical direction from WAM
	SECOND UNFORMATTED DRAFT Contractor to provide second draft based on comments received from EPA WAM	Within 1 week after first unformatted draft
	THIRD UNFORMATTED DRAFT Contractor to provide third draft based on comments received from EPA WAM	Within 1 week after second unformatted draft
	FIRST FORMATTED DRAFT Contractor to provide first formatted draft in the format identified by the EPA WAM under subtask 2.1	Within 2 weeks after fourth unformatted draft
	FINAL FORMATTED DRAFT Contractor to provide final formatted draft based on comments received from EPA WAM	Within 1 week after first formatted draft
	FINAL FORMATTED DOCUMENT Contractor to provide final, fully formatted version of final document and all associated supporting documents to EPA based on comments received from EPA WAM	Within 2 days after final formatted draft
	Final web and print versions of formatted document (and all associated supporting files) on DVD (100 copies)	At the time of delivery of the final formatted document

Task 3: Supporting Analyses

The contractor shall participate in an initial consult meeting with EPA to discuss the work to be done under this Task within 5 days of direction by EPA WAM. The initial consult meeting should include contractor staff who will conduct the economic analysis, and this meeting should include a discussion about the content of the economic analysis. The discussion will include the level of detail to include in the analysis and potential formatting needs.

Subtask 3.1: Economic Analysis – The contractor shall perform an economic impact analysis which will serve to inform the Restoration Strategy document and be incorporated into the Restoration Strategy document and Strategy Implementation Plan. In providing this economic analysis, the contractor shall gather existing information which includes, but is not limited to: the valuation of adverse impacts and losses incurred to date to the Gulf coast ecosystems; the costs associated with

not doing restoration activities (continuing business as usual); and economic projections of the benefits of restoration actions, including the value of “green” jobs created in the restoration process. The contractor shall develop a QA plan to ensure quality and address any uncertainty involved in completing the task. The contractor shall provide a QA report with the final task 3 deliverable. Prior to formatting the document, EPA anticipates three levels of review and revision of the draft analysis. Once the document has been formatted, EPA anticipates two levels of review prior to its being finalized. The contractor shall provide a QA report along with the final economic analysis deliverable.

Schedule of Deliverables: The Contractor shall provide the following deliverables:		
Task	Activity	Due Dates
Task 3 Economic Analysis	Initial consult meeting to discuss activities to include in each analysis	Within 5 days of direction by EPA WAM
Subtask 3.1: Economic Analysis	FIRST UNFORMATTED DRAFT Contractor to provide first draft based on comments received from EPA WAM	Within 14 days after technical direction from WAM
	SECOND UNFORMATTED DRAFT Contractor to provide second draft based on comments received from EPA WAM	Within 1 week after first unformatted draft
	THIRD UNFORMATTED DRAFT Contractor to provide third draft based on comments received from EPA WAM	Within 1 week after second unformatted draft
	FOURTH UNFORMATTED DRAFT Contractor to provide fourth draft based on comments received from EPA WAM	Within 1 week after third unformatted draft
	FIRST FORMATTED DRAFT Contractor to provide first formatted draft in the format identified by the EPA WAM	Within 2 weeks after fourth unformatted draft
	FINAL FORMATTED DRAFT Contractor to provide final formatted draft based on comments received from EPA WAM	Within 1 week after first formatted draft
	FINAL FORMATTED DOCUMENT Contractor to provide final, fully formatted version of final document and all associated supporting documents to EPA based on comments received from EPA WAM	Within 1 week after first formatted draft
	Final web and print versions of formatted document (and all associated supporting files) on DVD	Within 1 week after first formatted draft
	QA Report for Economic Analysis	Within 1 week after first formatted draft

10. General Work Assignment Requirements:

1. Due Dates: The contractor shall notify the WAM in advance if a due date will not be met and request a revised date.

2. Draft Documents: The contractor is required to submit draft documents for WAM's review. Draft documents shall be prepared in an electronic format (MS Word, tif/gif, pdfPowerPoint). WAM will provide comments on draft submissions prior to submission of final documents.

3. Final Documents: The contractor shall submit final documents both electronically (MS Word, tif/gif, pdf, PowerPoint) and in hardcopy as specified by WAM.

TRAVEL:

EPA anticipates face-to-face meetings with ERG principals as needed. EPA anticipates one to four contractor personnel will need to travel to EPA Headquarters in Washington, DC for one to four meetings that will last one to three hours. Any travel chargeable to this work assignment shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Project Officer prior to travel taking place.

CONTRACTOR IDENTIFICATION:

Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, etc.

SPECIAL CONDITIONS:

A. The contractor shall provide all materials written under these tasks to the EPA WAM, as per work assignment, in electronic form and 5 hard copies of the final products. Electronic versions shall be in Microsoft Word and/or PDF, or another agreed upon format compatible with EPA's system capabilities.

B. The contractor shall provide signed copies of all consultant agreements for the experts required in support of this work assignment to the EPA Contracting Officer.

CONFIDENTIALITY:

Some of the work assigned under these tasks will be to draft, edit and review sensitive program and organizational information. The contractor shall not discuss the contents of the conference or workshop discussions with anyone that did not participate in those discussions.

NOTICE REGARDING GUIDANCE PROVIDED UNDER THIS WORK ASSIGNMENT:

Guidance is strictly limited to technical and analytical support. The contractor shall not engage in activities of an inherently governmental nature such as the following:

- (1) Formulation of Agency policy
- (2) Selection of Agency priorities
- (3) Development of Agency regulations

Should the contractor receive any instruction from an EPA staff person that the contractor ascertains to fall into any of these categories or goes beyond the scope of the contract or work assignment, the contractor shall immediately contact the Project Officer or the Contracting Officer.